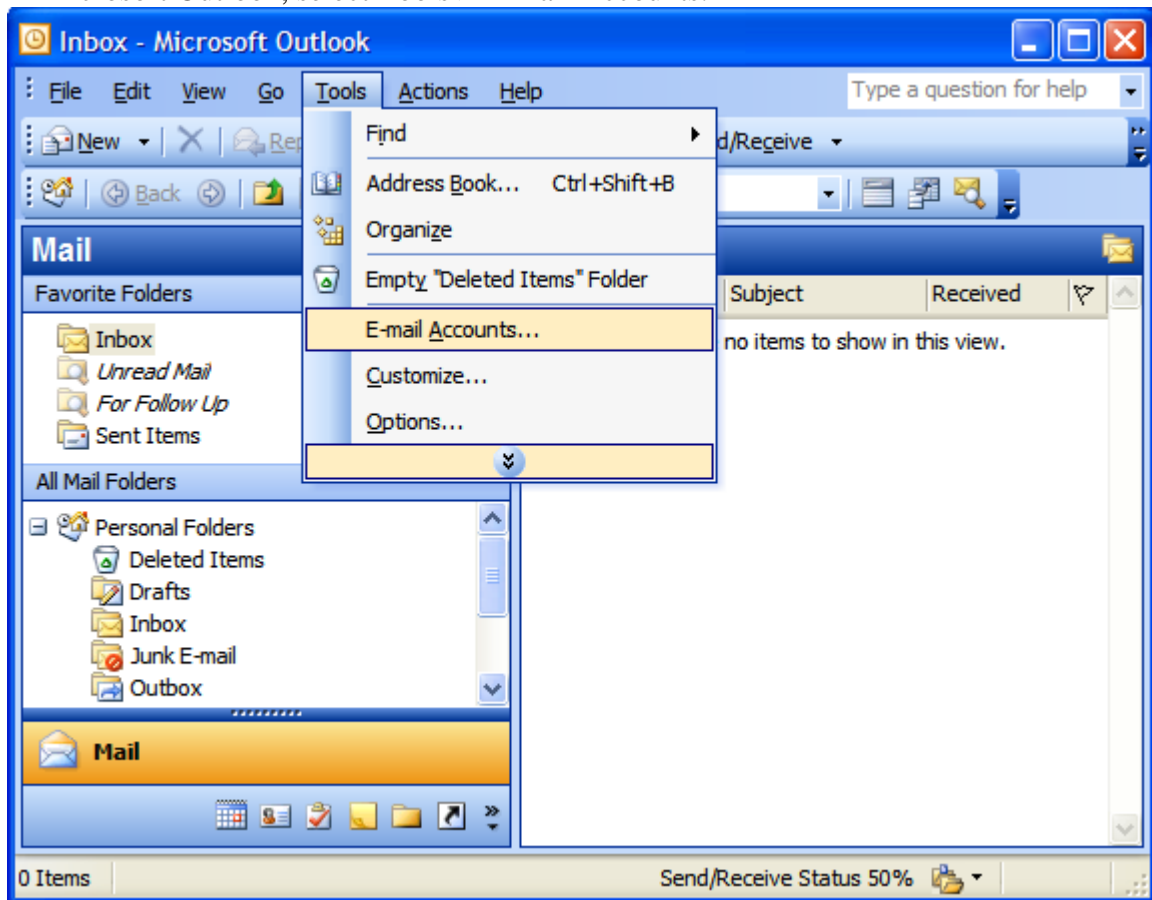


Setting Up Your E-mail in Microsoft Outlook

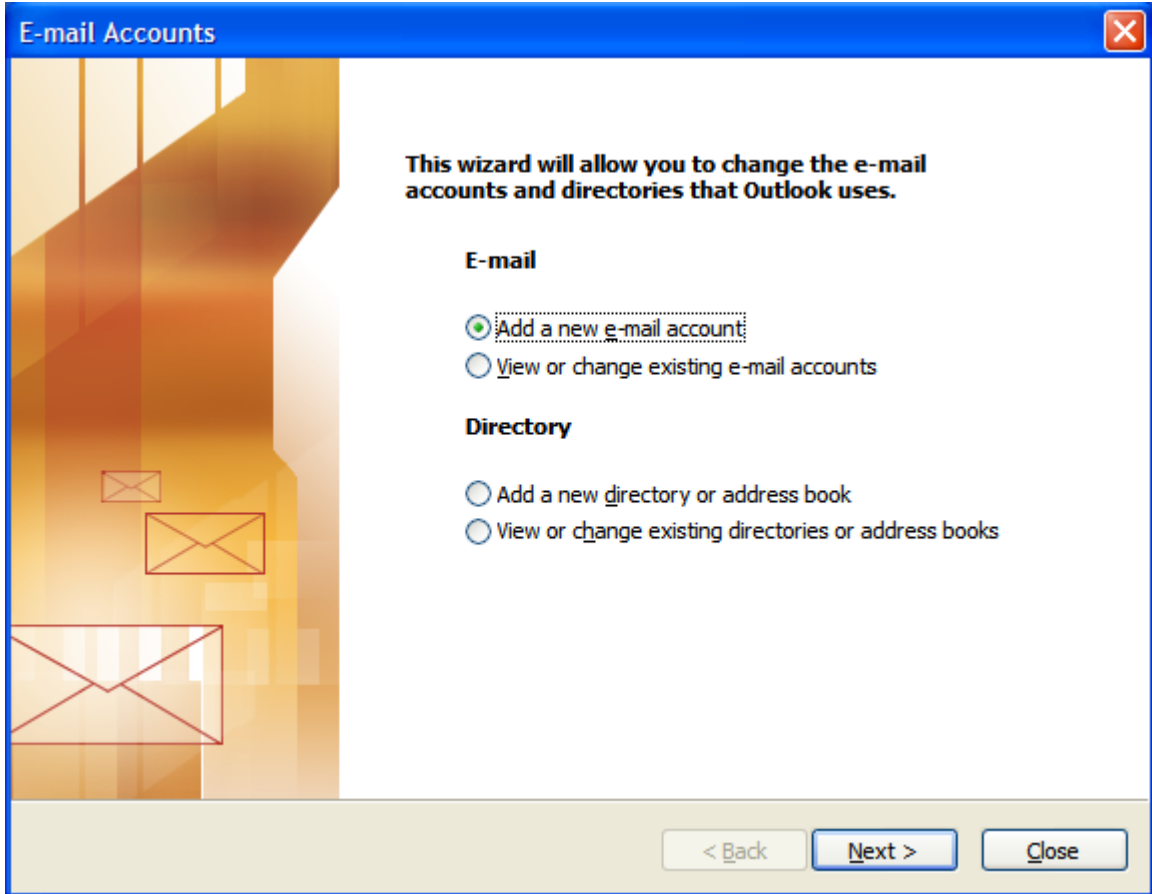
This tutorial shows you how to set up Microsoft Outlook to work with your e-mail account. This tutorial focuses on setting up Microsoft Outlook 2003, but these settings are similar in other versions of Microsoft Outlook. You can set up previous versions of Microsoft Outlook by using the settings in this tutorial.

To Set Up Your E-mail Account in Microsoft Outlook

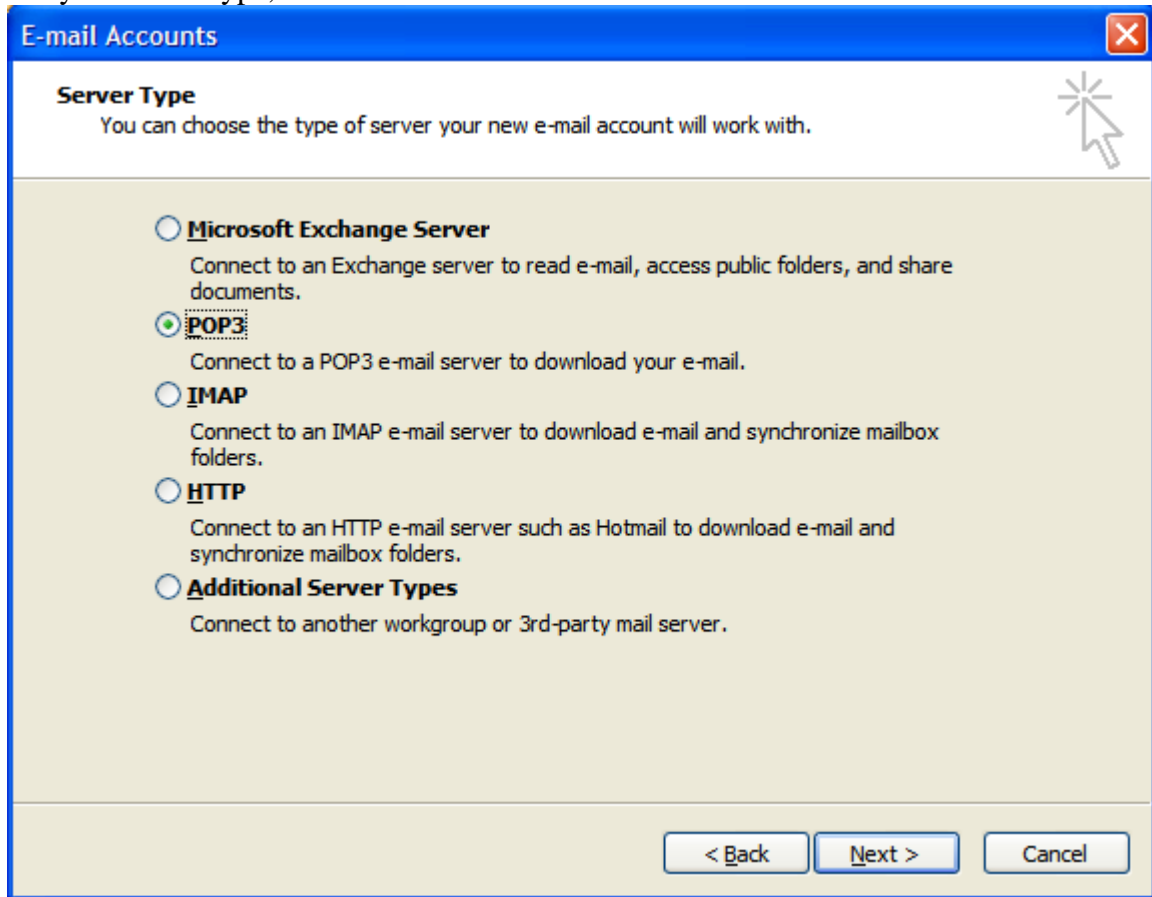
1. In Microsoft Outlook, select Tools > E-mail Accounts.



2. On the E-mail Accounts wizard window, select "Add a new e-mail account" and click Next.



3. For your server type, select "POP3" and click Next.



4. On the Internet E-mail Settings (POP3) window, enter your information as follows:

Your Name

Enter your first and last name.

E-mail Address

Enter your e-mail address.

User Name

Enter your e-mail address, again.

Password

Enter the password you set up for your e-mail account.


Incoming mail server (POP3)

Enter mail.tdcnet.ca for your incoming mail server.

Outgoing mail server (SMTP)

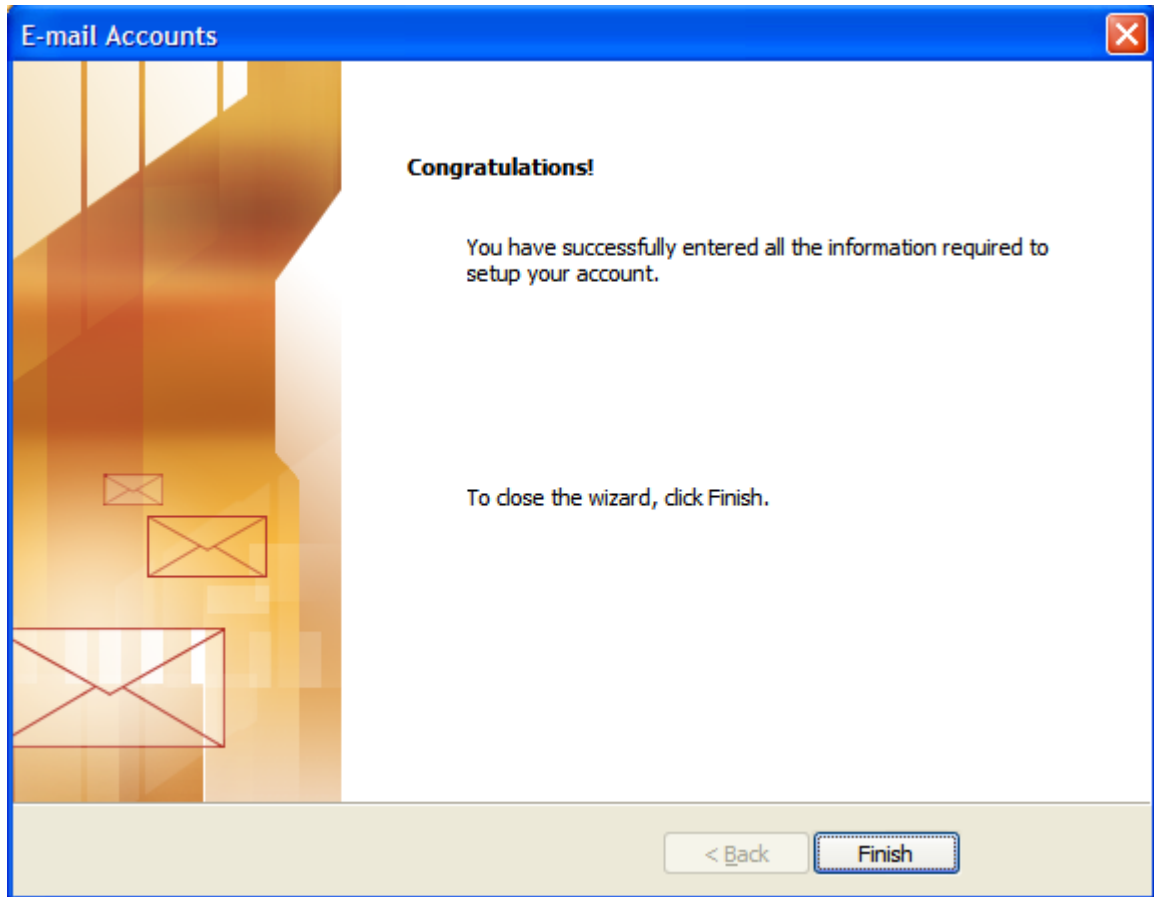
Enter mail.tdcnet.ca for your outgoing mail server.

E-mail Accounts ✕

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working. 

User Information	Server Information
Your Name: <input type="text" value="Jane Smith"/>	Incoming mail server (POP3): <input type="text" value="mail.tdcnet.ca"/>
E-mail Address: <input type="text" value="jsmith@tdcnet.ca"/>	Outgoing mail server (SMTP): <input type="text" value="mail.tdcnet.ca"/>
Logon Information	Test Settings
User Name: <input type="text" value="jsmith@tdcnet.ca"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	<input type="button" value="Test Account Settings ..."/>
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="More Settings ..."/>

5. Click Next.



6. Click Finish.